

Indiana Shovel Ready Program Application—Review

Community Name: _____

Site Name: _____

Date: : _____

A. Community Support			
Standard to be Met	Documentation Needed	Included	Comments
Executive-Level Local Government Official Support	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from Chief Elected Official	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from Applicant with summary of qualification of site for shovel ready program	<input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Site Ownership/Control			
Standard to be Met	Documentation Needed	Included	Comments
Clear Title or Development Option	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from property owner/option holder stating that site is for sale/lease. Letter signed by property owner stating: 1) Unequivocal willingness to transact with any legal party/developer, 2) Person is legal owner with full authority to transact, 3) Price OR Current real estate listing agreement may substitute for letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fifty-year title search including: 1) Title Commitment with Judgment Search, 2) Copies of documentations listed in Title Commitment 3) Letter stating time period covered in search	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Schedule B-2 including: 1) Commitment to Insure, 2) Search Results	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Copy of option agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Copies of current property tax records	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proof of Special Taxing District	If applicable, any papers that prove use of qualifications of Tax Incentives or Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	

C. Local Zoning Ordinances

Standard to be Met	Documentation Needed	Included	Comments
Identification of current zoning	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Official letter from local zoning official providing proof of adopted ordinances and permitted uses of site	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Highlight excerpts from adopted zoning ordinance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Relevant portion of zoning map	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Narrative with a map of land use descriptions of adjacent properties	<input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Maps

Standard to be Met	Documentation Needed	Included	Comments
Identification of boundaries & Infrastructure	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	ALTA map	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Site map Showing site layout	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	USGS Topographical map	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Aerial Map	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Plat map showing site (if site is platted; if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Zoning map (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

E. Environmental			
Standard to be Met	Documentation Needed	Included	Comments
	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identification of flood plain	100-year flood plain map of site and environs; acceptable plan, if applicable by qualified engineering firm with cost estimate and timeline	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identification of General Slope and Terrain	Dated topographical map of description of terrain; engineering plans with cost estimate, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Geologic Stability	Indiana Geological Survey with applicable letter, data and map report as available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Soil Borings/ Geotechnical Study	1) Soil Borings/ Geotechnical Study a) Geotechnical Report conducted by a trained professional and supporting information based on the following standards: i) Brief summary highlighting relevant report sections of Geotechnical Study (1) Sample soil borings on soil conditions and stability taken at the site (2) Identify soil type at site (3) Exact number of soil borings will be based on the site's acreage meeting the requirement of one soil boring for every ten acres of land (4) 20 feet is the accepted minimum depth for soil borings ii) Map to scale depicting location and depth of soil borings iii) Brief summary highlighting any known risk factors including seismic vibration/activity, fault lines, sink holes or past undermining iv) Copies of all reports data and/or documentation v) Relevant disclosure documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Seismic Data	Inclusion of mapping of the site based on predicted response of Geologic Materials to Seismically Induced Ground Shaking (http://goo.gl/sgZfaJ) and Liquefaction Potential of Surficial Materials in Indiana (http://goo.gl/BywQzu).	<input type="checkbox"/> Yes <input type="checkbox"/> No	

E. Environmental (Cont.)			
Standard to be Met	Documentation Needed	Included	Comments
Phase I Environmental Site Assessment performed by a certified professional within 6 months	Phase I report and supporting information based on ASTM standards E 1527-00 or E 1527-05. Any materials and records requested Appendix III. Including 1) Brief summary highlighting relevant report sections of Phase I, 2) Copies of all reports, data and/or documentation, brief summary regarding Phase II (if relevant), 3) Brief summary highlighting issue and indicating if further investigation is planned regarding known contaminants (if relevant) Disclosure Document.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Phase II Environmental Site Assessment performed by a certified professional within 6 months	Report following the identification of a Recognized Environmental Condition (REC) during the Phase I Environmental Assessment. Includes collection of soil samples and/or groundwater and surface water. Only required if the Phase I Environmental Assessment identified REC (s).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Regional Air Quality Designations	IDEM Air Quality Maps with county clearly marked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wetland delineation demonstrating that impacts to waters of the state will be avoided or mitigation plan approved by IDEM.	Wetland delineation report conducted by trained professional. A map to scale depicting the location, extent and type of water.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Official letter from USACE verifying the wetland delineation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If except isolated wetlands are present, document their location, extent and rationale for exemption. Copy of mitigation plan if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Transportation			
Standard to be Met	Documentation Needed		Comments
To property line or demonstrate the ability to construct and pay for the infrastructure up to property line. Capacity clearly identified.	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from INDOT district office addressing appropriate use of site. Copies of traffic impact study (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Inclusion of site map indicating existing and permissible access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Inclusion of dated area wide maps or dated aerial photography with markers for selected destinations and primary routes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from rail service provider demonstrating capability and commitment to service site. INDOT railroad map if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

G. Utilities			
Standard to be Met	Documentation Needed	Included	Comments
To property line or demonstrate the ability to construct and pay for the infrastructure up to property line. Capacity clearly identified.	Application Section Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from water service provider detailing capacity and service at site.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from fire marshal, fire protection district chief or similar authority addressing adequate service for fire suppression needs.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from wastewater service provider detailing capacity and service at site.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from electric service provider detailing service at site. If utility service is not currently available at site, provide copy of acceptable plan per utility type, including financing plans to bring sufficient service to site.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from natural gas service provider detailing service at site. If utility service is not currently available at site, provide copy of acceptable plan per utility type, including financing plans to bring sufficient service to site.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Letter from high speed communication service provider detailing service at site. Letter should include description of service type, maximum capacity available with specific upload and download speed information.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

H. Miscellaneous			
Standard to be Met	Documentation Needed	Included	Comments
Identification of emergency, public safety and protective services	Description of protective services & role of volunteers or full-time professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demographics and Workforce	Population & unemployment data including list and descriptions of major employers within 50 miles and list of similar-business closures in past two years within 50 miles	<input type="checkbox"/> Yes <input type="checkbox"/> No	